# User Guide

Congratulations on your purchase of the Radius 350 business feature phone. This business phone has been ergonomically designed to suit professional office requirements.

This telephone performs all basic functions supported by your service provider. It works with all analogue PBX switching systems

The caller ID memory and phone book provide a great convenience to manage your phone calls.

The **User Guide** describes the installation procedures and features.

## Index


| | |
|---|---|
| Accessories & Content | 2 |
| Installation | 2 |
| Wall Mounting | 3 |
| Features | 3 |
| Function Buttons | 5 |
| Main Menu Settings | 7 |
| Setting Up | 8 |
| - Language | 8 |
| - Local Area Code | 8 |
| - Date & Time | 8 |
| - Recall | 9 |
| - LCD Contrast | 9 |
| - Pulse/Tone Dialling | 9 |
| - Baby Call | 10 |
| - Exit Menu | 10 |
| - Message Waiting | 10 |
| Using the Radius 350 | 11 |
| - Pre-Dialling | 11 |
| - Headset | 11 |
| - Volume Control | 11 |
| - Speaker Phone | 12 |
| - Mute | 12 |
| - Redial | 12 |
| - Pause | 13 |

- Recall 13
One and Two-Touch Memories 13
Caller ID 15
- To Review Calls 15
- To Make Calls From Caller ID 15
- To Delete Caller ID's 16
Phone Book Memories 16
- to Add Contacts 17
- Search 18
- Edit 18
Automatic Call Timer 19

## Accessories & Content

The following items are included in this package of the Radius 350 Analogue Business Feature Phone :-

- Phone base unit with handset
- 2 x Line cords
- Instruction Guide
- Mains Power Adaptor

## Installation

1) Insert one end of the curly handset cord into the socket on the handset and the other end into the socket on the LEFT hand side of the base unit (next to the telephone cradle).
2) Insert the supplied power adaptor small plug into the power

socket on the rear of the base unit. Plug the adaptor into a mains socket and switch on.

3) Insert the required line cord into the socket marked LINE on the rear of the base unit.

4) Wall Mounting

- Fit the desk/wall bracket to the 4 slots on the underside of the telephone, next to the battery compartment, with “wall” facing upwards.
- Directly beneath the hook switch push down on the latch and pivot up.
- Drill 2 holes vertically 88mm apart on the wall where you wish to locate the phone and insert the screws. Tighten the screws so that the phone slots in place and fits snugly.
- Note – take care not to drill through holes or elctrical cable.

## Features

1. Speakerphone
2. Large LCD Display (8.5cm x 4cm)
3. Headset Socket (2.5mm)
4. Desktop or wall Mountable
5. 70 Incoming Caller ID Memories
6. 70 Phone Book Memories
7. 16 Last Dialed Number Memories
8. 8 One Touch Memories and 10 Two Touch Memories
9. 16 Digit Alphanumeric display
10. 32 Digit Memory / Redial
11. FSK/DTMF dual system compatible
12. 12 Language Options
13. Local Area Code Setting
14. Time, Date,Month and Day setting
15. Recall Settings
16. Tone / Pulse setting
17. PABX code setting
18. LCD contrast setting- 5 levels
19. Mute switch
20. Electronic Ringer Hi-Lo-off

21. Message Waiting – Line Reversal and 100v
22. Pre Dial Function
23. Call Back Function
24. Total Calls and New Calls Display
25. Pause -3.6 Sec
26. Volume control for Headset / Handset / Speaker – 4 levels
27. Automatic call timer
28. Hearing Aid Compatible
29. 6v Power Adaptor Supplied
30. 2 x3m Line Cords BT & RJ45
31. 3M Extended Handset cord
32. CE & RoHs Compatible

## Function Buttons

| Function Buttons | Description |
|---|---|
| M1 – M8 | 8 One touch memories (24 Digits maximum). can store and dial frequently called number.s Please refer to the user guide section **'One touch memories'** |
| SHIFT | Using the SHIFT key up to 10 two touch memories can be stored into the 10 key pad buttons 1 – 0 |
| | To scroll up/down when browsing selection |
| | To review the dialled numbers. Press this button then use keys to browse. |
| **DELETE** | To Delete an entry or a record in the memory. Press and hold the button for more than 3 seconds, you can delete all records of the incoming or outgoing calls. |
| ENTER | To enter the telephone set up menu. Dial the numbers in predial mode |
| **(Phone Book)** | 70 Contact Name and Numbers can be stored |

| | |
|---|---|
| **(Headset / Speaker)** | To accept a call or to make a call. In On Hook mode, with headset connected, if you press this button to take or make a call using a headset.<br>If you want to use the Speaker phone, disconnect the headset. |
| **(Receive volume)** | 4 levels for receiver volume control for Headset, Handset and Speaker Phone – Low – Normal – Medium - High |
| **MUTE** | Press this button to Mute the Microphone. To release mute, press the button again. The word MUTE will be displayed on the LCD |
| **REDIAL (pause)** | The last dialed number (upto 32 Digits) will be retained in the redial memory. To recall a dialed number simply lift the handset and press the redial button.<br>This button can also be used to add a pause (Pause time is 3.6 sec) when storing a PBX access code into memories. |
| **RECALL** | Recall, also known as Flash, used to transfer calls between extensions or to use network services. |
| **STORE** | Used to store the 8 one touch memories and the 10 two touch memories |

## Main menu settings

Press and hold the “ENTER” button for 4 sec (on-hook or off hook) the LCD displays “OPTIONS MENU ”. The following is the key sequence when pressing the “Δ (Up)” button.

| Menu | Default |
|---|---|
| OPTIONS MENU ΔV | |
| SET LANGUAGE | ENGLISH |
| LOCAL AREA CODE | - - - |
| SET TIME/DATE | 12:00 AM 1/01 |
| SET FLASH TIME | 100Ms |
| LCD CONTRAST | 3 |
| SET TONE/PULSE | TONE |
| SET PBX CODE | Not applicable for EU countries |
| BABY CALL | OFF |
| EXIT OPTIONS | |

Press the ENTER Button to go to the submenu, then press the Δ(Up) or ∇(Down) to scroll. Press the ENTER button to save and return back or press the **RECALL button** to exit.

## Setting Up

***1. Setting language***

- Press and hold the ENTER Button for 4 sec.(On hook or Off hook)
- The LCD will show : OPTIONS MENU Δ ∇
- Press Δ(Up) button
- The LCD will show : SET LANGUAGE
- Press ENTER to enter in to the menu
- Use Δ(Up) or ∇(Down) button to select the language
- Then ENTER button to confirm and set the language

***2. Setting local area code***

- Press and hold the ENTER button for 4 sec.(On hook or Off hook)
- The LCD will show : OPTIONS MENU Δ ∇
- Using Δ(Up) or ∇(Down) button go to "LOCAL AREA CODE MENU"
- Press ENTER button to enter in to the menu
- The LCD will show : AREA CODE - - - -
- Use Δ(Up) or ∇(Down) button to set the area code digit by digit, pressing ENTER to select
- Then ENTER button to confirm and set the area code.

***3. Setting time & date***

***NB: if connected to a PABX system, some systems automatically set date and time – please refer to the PABX user guide.***

- Press and hold the ENTER button for 4 sec.(On hook or Off hook)
- The LCD will show : OPTIONS MENU Δ ∇
- Using Δ(Up) or ∇(Down) button go to "SET TIME/DATE"
- Press ENTER to enter the menu
- The LCD will show : TIME/DATE
- Use Δ(Up) or ∇(Down) button to adjust the correct hour / Minute / Month / Day at the top of the LCD
- Then ENTER button to confirm and set the time and

date.

***4. Setting RECALL (flash) time***

- Press and hold the ENTER button for 4 sec.(On hook or Off hook)
- The LCD will show : OPTIONS MENU Δ ∇
- Using Δ(Up) or ∇(Down) button go to "SET FLASH TIME"
- Press ENTER to enter the menu
- The LCD will show : FLASH 300MS,
- Use Δ(Up) or ∇(Down) button to select the required flash timing
- Then ENTER button to confirm and set the flash time.

*Note:You have 4 options to choose from –100Ms, 300Ms, 600Ms, 1000Ms The UK standard being 100Ms*

***5. Setting LCD contrast***

- Press and hold the ENTER button for 4 sec.(On hook or Off hook)
- The LCD will show : OPTIONS MENU Δ ∇
- Using Δ(Up) or ∇(Down) button go to "LCD CONTRAST"
- Press ENTER to enter the menu
- The LCD will show : CONTRAST 3,
- Use Δ(Up) or ∇(Down) button to select the required LCD contrast level
- Then ENTER button to confirm and set the LCD contrast level.

***6. Setting Pulse/Tone dialing mode***

***The Radius 350 is factory set for TONE Dialling. Should you need PULSE dialling proceed as follows:***

- Press and hold the ENTER button for 4 sec.(On hook or Off hook)
- The LCD will show : OPTIONS MENU Δ ∇
- Using Δ(Up) or ∇(Down) button go to "SET TONE/PULSE"
- Press ENTER to enter the menu
- The LCD will show : TONE,
- Use Δ(Up) or ∇(Down) button to select the required dialing

mode.

- Then ENTER button to confirm and set the dialling mode.

***7. Setting Baby Call ( Emergency call) When baby Call is switched on, the phone will automatically dial the baby call number when anybutton is pressed.***

- Press and hold the ENTER button for 4 sec.(On or Off hook)
- The LCD will show : OPTIONS MENU Δ ∇
- Using Δ(Up) or ∇(Down) button go to "SET BABY CALL"
- Press ENTER to enter in to the menu
- The LCD will show : BABY CALL OFF,
- Use Δ(Up) or ∇(Down) button to set the emergency call.
- The LCD will show : BABY CALL ON
- Press ENTER to enter in to the menu
- Enter the number
- Then ENTER button to confirm and set the mode.

***8. Exit menu***

Select the "EXIT OPTION" then press the ENTER button to exit.

***9. Message waiting***

There are 2 types of Message waiting used by large PBX phone systems and there are 2 Message waiting LED's on your telephone, one for each type:

Type 1 .High Voltage ( 100v ) . To alert you that a message is waiting the system applies a high Voltage to your extension, this will light the LED above the message waiting symbol. This LED is also used to Flash on incoming calls , this is a useful feature if you need to turn the ringer Off but still need a visual indication that the phone is ringing. If your sysytem uses this type of message waiting, slide the message waiting switch, on the rear of the phone, to the HV position

Type 2 . Line reversal . To alert you that a message is waiting the system reverses the polarity of your extension connection to the system and lights the LED under the message waiting symbol. If your system uses this type of message waiting slide the Message Waiting switch, located on the rear of the phone, to the LR position.

Check with your supplier to confirm the type of message waiting used by your PBX

To make a call using handset, Pick the handset and wait for the dial tone. Then, dial the desired telephone number.
To end a call, put the handset back to the cradle of the base unit, or push the hook switch.

## Pre-dialling

In On-hook mode enter the phone number to be called, then press the ENTER button to dial out the number.

## Operation with headset

Connect the headset to the 2.5mm headset socket on the right side of the phone.

Press the button, to make and receive calls. Press

button again to end the call.

*Note : You can switch to handset operation by simply picking up the handset.*

## Receiver Volume control

There are 4 levels of receiver volume controls to set volume to suit you. This key is used to set the volume for Handset, Headset and Speaker.

.

| level | The LCD display |
|---|---|
| **4th level** | (Maximum) |
| **3rd level** | |
| **2nd level** | |
| **1st level** | (Minimum) |

The volume control can be adjusted during the conversation. Simply press volume control until you get the right level for you.

## Speaker Phone

This Radius 350 Business Phone has a “Speaker phone” feature. Before going to the speaker mode, ensure the headset is disconneted.

In on-hook mode press the button, wait for the dial tone.

Then, dial the desired number.

To end a call, press the button again.

*Note : You can switch to handset operation by simply picking up the handset.*

## Mute function

For a private conversation or to consult a collegue, while you are on a call, Press the MUTE button and the word mute will be on the LCD.
in Mute mode, your voice cannot be heard by your caller or called party.
But you can hear your caller / called party.
To release the mute, press the MUTE button again. Your caller / called party can hear you after this.

## Redial function

The last dialed number will be (32 digits maximum) kept in the redial memory.

***To dial the number in on-hook***

- Press REDIAL button
- The dialed number will be displayed in the LCD
- Press ENTER button to dial the number

## Pause function

This is useful when the phone is connected behind the PABX.

- Go to off-hook
- Dial the PBX access number (Normally 9)
- Then press REDIAL button, this will insert a 3.6 second pause
- Dial the caller number.

## Recall (Flash)

This is used to transfer the calls between extensions when the phone is connected behind a PBX. Consult your technical team or service provider, if you have difficlty in transferring calls, as the flash timing of the PBX and the phone have to be matched.

The RECALL function is also used for Network Services.

## One and Two Touch Memories

One and two touch memories provide you with the easiest way to make a call to a frequently used number. The maximum 24 digits can be stored in each one or two-touch memory buttons.

*To store a number into a one-touch memory button*

- Press the STORE button In On-Hook or Off-Hook mode
- Dial the number to be stored
- Press the desired memory location. M1 to M8
-

***To make a call from the one-touch memory***

**In on-hook Mode**

- Press M1 to M8
- Then press ENTER button to dial out

**In off-hook**

- Press M1 to M8 button to dial out the number

To store a number into a two-touch memory button

10 memories can be stored into the 10 key pad buttons 1-0

- Press the STORE button in On-Hook mode
- Dial the number to be stored
- Press the SHIFT key followed by the desired memory location 1 – 0
-

To make a call from a two-touch memory

**In on-hook Mode**

- Press the SHIFT key then the location key 1 – 0
- Then press ENTER button to dial out

**In off-hook**

- Press the SHIFT key then the location key 1 – 0

***To store an incoming number on the caller ID list***

- In on- hook or off-hook
- Press ∆ (up) or ∇ (down) button to select the number
- Press "STORE" button
- The display will show : XXXXXXX STORE NUMBER
- Select the desired memory location M1 to M8

***To store an outgoing call number***

- In on- hook or off-hook
- Press button
- Press ∆ (up) or ∇ (down) button to select the number
- Press "Store" button
- The display will show : XXXXXXX STORE NUMBER
- Select the desired memory location M1 to M8

***To store a number during a conversation***

- Press "Store" button
- The display will show : --------- STORE NUMBER
- Select the memory location M1 to M8

## Caller ID

This phone is equipped with Caller ID display and will record caller's phone numbers. **Caller ID feature will function only if your telphone line has this facility.** For details, please consult your Technical team or phone service provider.

If the number cannot be transmitted, the display will show the text "–E—" (error in Caller ID signal).
You can keep upto 70 incoming call numbers in the Caller ID memory. When the memory is full, the oldest record will be deleted and replaced by the new one.

### 1. To review the incoming calls

- In on-hook or off-hook
- Press ∆ (up) / ∇ (down) → END OF LIST

When there are new calls, the number of new calls will be displayed in the "NEW XX". This icon will continue to show untill the new calls have been reviewed.

### To review the outgoing calls

- In on-hook or off-hook
- Press (out) button
- Then press ∆ (up) / ∇ (down) → END OF LIST
-

### Quick viewing

Press and hold ∆ (up) / ∇ (down) buttons for 3sec, then the call log will be shown for every 0.5sec and will stop after you release the key.

### 2. To make a call from the Caller ID memory

- Press Δ (up) / ∇ (down) buttons to select the number
- Press ENTER to dial out the number

## To make a call from the dialled out memory

The last 26 numbers dialled and the length of the call can be displayed and dialled.

- In on-hook, Press (out) button
- Then press Δ (up) / ∇ (down) buttons to select the number
- Press ENTER to dial out the number

## 3. To delete a record from the Caller ID memory

- Press Δ (up) / ∇ (down) buttons to select the number
- Press the DELETE button
- The display will show : XXXXXX DELETE CALL?
- Press the DELETE button to delete the number.

## To delete a record from the dialed out memory

- Press (out) button
- Press Δ (up) / ∇ (down) buttons to select the number
- Press the DELETE button
- The display will show : XXXXXX DELETE?
- Press the DELETE button to delete the number.

## To delete all records

Press and hold the DELETE button for more than 3 sec.

- The LCD will show : DELETE ALL CALLS?
- Press the DELETE button

## 4. Phone book Memory

You can store 70 contacts name and numbers in the phone book memory

## To add a contact in phone book

- In on-hook or off-hook
- Press (phone book) button
- The display will show : SEARCH ADD
- Press Δ (up) / ∇ (down) buttons to select ADD
- Press (phone book) button
- Enter the contact Name using alpha numeric buttons
- Press (phone book) button
- Enter the contact Number using number buttons
- Press (phone book) button to confirm

## To add the incoming call into phone book

- In on-hook or off-hook
- Press Δ (up) / ∇ (down) buttons to select the number
- Press (phone book) button
- Enter the contact Name using alpha numeric buttons
- Press (phone book) button
- Confirm the number
- Press (phone book) button

## To add the outgoing call into phone book

- Press (out) button
- Press Δ (up) / ∇ (down) buttons to select the number
- Press (phone book) button
- Enter the contact Name using alpha numeric buttons
- Press (phone book) button
- Confirm the number
- Press (phone book) button
-

Press the DELETE button to delete the current wrong letter or digit.

Press the RECALL button to return back

## Search function

- Press (phone book) button
- Press Δ (up) / ∇ (down) buttons to select the SEARCH function
- Press (phone book) button
- Press Δ (up) / ∇ (down) buttons to select the contact

## Quick search function

- Press (phone book) button
- Press Δ (up) / ∇ (down) buttons to select the SEARCH function
- Press (phone book) button
- Press and hold the Δ (up) / ∇ (down) buttons for 3 sec, then the record will be showed for every 0.5sec and will stop after you release the key.

## Edit function

- Press (phone book) button
- Press Δ (up) / ∇ (down) buttons to select SEARCH function
- Press (phone book) button
- Press Δ (up) / ∇ (down) buttons to select contact
- Press (phone book) button
- Edit the name
- Press (phone book) button
- Edit the name using alpha numeric buttons
- Press (phone book) button
- Edit the number using number buttons
- Press (phone book) button
- Press RECALL to exit.

## 5. Automatic call timer

During a conversation, the LCD displays “00-00”.The timer will start 6 sec later.

The LCD will keep displaying the conversation time for 3sec after the call ends.

.